Privacy Policy for ASSUREd SAFE Credentialing Database

Effective Date: [Insert Date]

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1. Purpose
This policy outlines how ASSUREd SAFE collects, uses, and protects personal data stored in the ASSUREd SAFE UAS Operator Database. It aligns with Mississippi State University's institutional standards and ensures compliance with applicable laws.

2. Data Collection
We collect personal and professional information necessary for academic, research, and administrative purposes, such as:

- Name, email, phone number
- Institutional affiliation or role
- Optional demographic or location-based details

3. Use of Information
Information is used solely for:

- Facilitating communication and coordination
- Project management and reporting
- Sharing updates on training, events, or research relevant to UAS and emergency response
  Personal information will **not** be sold or shared externally, except when:
- Required by law
- Authorized by MSU's privacy practices

4. Data Sharing and Third Parties
Data may be accessed by MSU-approved staff, contractors, or collaborating agencies strictly when necessary and under confidentiality obligations. Third parties cannot use data beyond the scope of agreed purposes.

5. Security Measures
We implement layered protections—including administrative, physical, and technical safeguards—to prevent unauthorized access, disclosure, or alteration of data. These practices align with MSU's Information Security Policy (OP 01.10) and **Privacy of Electronic Information** (OP 01.25).
https://www.infosecurity.msstate.edu/isp?utm_source

6. Data Retention
Data will be retained only as long as necessary for its intended purpose, then securely archived or deleted according to MSU's records retention policies.

7. User Rights

You have the right to:

- Access and update your personal information
- Request correction or deletion, subject to retention requirements
- Opt out of communications at any time by contacting [Database Administrator or Email]

8. Cookies and Log Data
We may collect anonymized usage data for system optimization. Standard cookie practices apply as per MSU policy.
https://www.msstate.edu/privacy

OP 01.25 Privacy of Electronic Information

Privacy Statement | MSCL

9. Monitoring and Audits
MSU may conduct audits or log access to detect unauthorized activity or non-compliance. Access monitoring is defined under OP 01.25
https://www.policies.msstate.edu/sites/www.policies.msstate.edu/files/2020-09/0125.pdf?utm_source

10. Policy Updates
This policy may be updated periodically to align with evolving regulations or institutional changes. The latest version will be clearly indicated here.

Contact Information
For questions or to request access, correction, or deletion of your information, please contact:

[Database Administrator Name]
[Title]
[Department, MSU]
[Email Address]
[Phone Number]